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## A. CAPITOL POLICE

The Capitol Police will respond to all state office buildings. Capitol Police are located in the North basement, Room 2B, Capitol. Their number is as follows:

- **Police Dispatch/Emergency**... 266-7700
- **Non-Emergency**.....266-8797

### Disruptive & Harassing Visitors

#### Duress/Panic Button Use

Duress alarm systems (sometimes referred to as Panic Buttons) are utilized in employment setting where an immediate emergency response is required and you are unable to use the telephone to get law enforcement assistance. The purpose of the alarm is to allow a person under duress to quickly and silently call for help in the event of an emergency. An example of when to use the Duress Panic Buttons would be when you or someone else is being physically threatened or under duress and the use of a phone may cause the situation to escalate. Activation of the duress button causes an alarm to go to the Capitol Police dispatch which in turn dispatches police officers to where the alarm is located. The Capitol Police law enforcement dispatcher will also be calling back to the office where the alarm is located. Capitol Police will still continue to the location even if the alarm is accidentally activated or set off. An example of when NOT to use the duress button would be when you need fire or medical assistance (call 911).

Office personnel should know the locations of the duress buttons in their offices and how to activate these buttons. If you are uncertain as to where duress buttons are in your office, please contact the Sgt-at-Arms office (266-2004).

Review the State of Wisconsin Capitol Safety and Security Guidelines provided to each employee for Capitol safety and security guidelines.

## B. COMMITTEE EXPENSES

Committee chairs must request and receive approval from the Speaker before acquiring any services or incurring expenses. Legislators who have legislation pending in a committee must get prior approval from the Speaker for travel to attend a committee for reimbursement out of their legislative office account.

Committee Chairs, from time to time, have a need for printing, photocopying, postage, stationery, rental of audio-visual equipment and meeting rooms, as well as use of fleet autos or vans. These expenditures are for direct services to the committee as a whole, or by the Chair, to facilitate the hearing process. Also, postage and duplicating services may be utilized to reply to unsolicited correspondence regarding proposals and issues before the committee.

## **C. COMPUTER POLICIES**

As a general rule, employees shall not use their access to computer equipment, software, the Internet, email, etc. in any way that would be inappropriate if disclosed to the public or that would constitute a misapplication of state resources.

The Assembly does not condone the illegal duplication of software. The copyright law is clear. The copyright holder (i.e., manufacturer) is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the users’ right to make a backup copy for archival purposes (Section 117). The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer has a backup copy. Unauthorized duplication of software is a federal crime. Penalties include a fine of up to \$250,000, and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. The Assembly licenses the use of computer software from a variety of outside companies. The Assembly does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Assembly employees shall use the software only in accordance with the license agreement.
3. Assembly employees learning of any misuse of software or related documentation within the Legislature shall notify the Chief Clerk of the Assembly.
4. Violators are subject to civil damages and criminal penalties, including fines and imprisonment. Assembly employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances.

### **Non-Standard Software**

Use of non-standard (non-work related) software is unauthorized on Assembly computers. Non-standard business related software is not authorized without prior approval of the Chief Clerk and is subject to the Open Records Law. Proof of purchase and licensing are the responsibility of the legislative office. This is not an authorized office account deduction. Requests for installation should be on office letterhead signed by the Legislator and addressed to the Chief Clerk. The Chief Clerk will request LTSB install software that is for business purposes and properly licensed. The LTSB will make a good faith effort to install the software, but cannot guarantee the functionality. If non-standard software interferes with the functionality of standard software, the non-standard software will be removed.

## **Computer Password Policy**

Cyber security threats continue to increase for individuals and institutions. Risks include damage to public image, interruption of business, data theft, stolen identities, and significant financial impacts.

To protect the Wisconsin Legislature, LTSB uses spam-blocking technology, virus protection, firewalls, and strong security practices in its management of legislative computer systems.

Password policy for everyone in the Legislature is:

- All passwords will expire after 180 days
- Minimum password length is 10 characters
- Password will need to contain at least one character from each of these three categories:
  - Uppercase characters (A through Z)
  - Lowercase characters (a through z)
  - Digits 0 through 9
  - Special characters (such as !@#\$%^&\*) are allowed but not required.

If you have any questions, please contact LTSB Technical Services at 267-9528.

## **Files**

All files stored on a Wisconsin State Assembly employee's hard drive or the server are the property of the Wisconsin State Assembly. All files stored on the Legislative network are the property of the Legislature. Since storage resources on Legislative servers are limited, files such as, but not limited to, MP3s should not be stored on any Legislative server.

## **Software**

Software may be installed on an employee's home computer for working at home if the licensing agreement permits.

## **Viruses**

Employees are responsible for taking reasonable precautions against, and not propagating, computer viruses. Any practice that results in viruses being spread will be discontinued.

## **Use of Email**

The use of the electronic mail system for business is encouraged. All messages sent are identified as originating from the State of Wisconsin. Employees should use discretion in sending and responding to email messages. Copyrighted materials, as well as confidential, proprietary, or sensitive information, should not be sent via email.

The Assembly employees are permitted to use their email accounts for personal communication, provided such usage is minimal and that messages do not contain pornography, jokes, and pictures or material that may be considered offensive. The Assembly employees may not use their legislative email accounts for campaign purposes, commercial ventures, or solicitation at any time.

All messages sent and received on the email system are the property of the Legislature and should never be considered confidential. The content of any email message sent or received on the legislative system, whether personal or business-related, is not protected from public disclosure and may be considered a public record under Wisconsin law.

The appointing authority reserves the right to review, intercept, and disclose all messages sent or received on an Assembly employee's email account, without the prior consent of the employee. This right notwithstanding, an employee shall not access another employee's email account without the prior consent of the employee or appointing authority.

Messages should not be copied or forwarded for a Legislative employee without the permission of the Legislator or appointing authority for whom the employee works.

### **Internet Policy**

Internet usage by individual employees is generally not tracked, except as may be provided in the Internet browser's history file on the employee's local hard drive. However, an appointing authority or, at the appointing authority's request, the Chief Clerk may monitor an employee's usage of the Internet or electronic mail system and may access any information on an employee's computer or associated with an employee's use of the Legislature's network at any time. Employees should have no expectation of personal privacy vis-à-vis their appointing authority or the Chief Clerk with regard to any information associated with their use of the computer, the Internet, the electronic mail system, or the Legislature's network.

However, outside of the employment context and depending upon the circumstances employees may have a great expectation of personal privacy with regard to this information. For example, due to privacy concerns, certain personal emails are not subject to public inspection under the Wisconsin Open Records Law. Offices that receive a request for access to electronic records under the Wisconsin Open Records law should contact the Chief Clerk or the Legislative Council.

The Wisconsin Assembly provides Internet access to all staff, and the use of this resource for business purposes is encouraged. Because this resource is complex and changing at a rapid pace, the appointing authority can authorize staff to use this access to enhance their skills on the World Wide Web. Employees should use discretion in choosing Web sites to visit. Visiting or downloading material from "pornography" sites, or other sites that may be considered offensive, is prohibited. Information that is not for public consumption should not be disclosed over the Internet. Only individuals authorized by the appointing authority may represent the Wisconsin Assembly in placing information on the Internet.

All Internet activity records are the property of the Assembly and should never be considered confidential.

The content of any site accessed on the legislative system is not protected from public disclosure and may be considered a public record under Wisconsin law. The Wisconsin Assembly reserves the right to review, and disclose all accessed websites, without the prior consent of the employee.

### **Computer Repairs**

Computer and printer related problems should be called in to the Legislative Technology Services Bureau's Help Desk (LTSB) 267-9528. If your printer flashes "toner low," shake the toner cartridge back and forth to redistribute toner. If the printing quality is light, call the Assembly Sgt-at-Arms office at 266-1503 for a new cartridge. Please return the used cartridge to the Sgt-at-Arms office.

### **Toner Cartridges**

Contact the Assembly Sgt-at-Arms for toner cartridges, 266-1503.

### **Recycle Used CD's**

If interested in recycling used CD's, have them delivered to LTSB. They will be secured, bulked and picked up by the DOA Records Center. The DOA Records Center will bandsaw each CD and send to a recycling facility where they are recycled into fabric for clothing and rugs.

## **Websites and Social Networking**

### **GUIDELINES REGARDING LEGISLATOR AND LEGISLATIVE STAFF USE OF A STATE-SUPPORTED WEBSITES AND SOCIAL NETWORKING TECHNOLOGY**

#### **GENERAL GUIDANCE**

The Code of Ethics for State Public Officials prohibits the use of an official's public position for private benefit. As such, it is important for an official to be able to distinguish between a public purpose and a private purpose when considering the use of public resources. To avoid the appearance of misuse of public resources a public official should include some indication of whether a social media account is for their official position or is a campaign, business, or personal account in the profile, summary, or other description of the account.

## **Best Practices for Official Social Media Accounts**

Official social media accounts are the most restricted. Officials should limit use of their official social media accounts to information related to an official's position, duties, and issues with a public purpose.

### **Examples of acceptable communications from an official social media account:**

- Posts discussing how the state could address an issue through state laws or actions;
- General legislative activity like information about bills that the official has sponsored or co-sponsored;
- State budget information;
- Sharing newsletters from the official's office;
- Publicizing public events;
- Public service announcements and;
- Endorsements and messages of support when justified by having a state purpose "I support [candidate or organization] and their work to address [state policy issue] in Wisconsin."

### **Examples of communications that should NOT come from an official social media account:**

- Solicitation of campaign contributions;
- Promotion of campaign-related events;
- Photos of campaign-related branding and events such as T-shirts, signs, or banners and;
- Any content that is strictly personal or commercial such as promoting the official's personally owned business or a business with which the official is associated.

## **Best Practices for Campaign and Personal Social Media Accounts**

A campaign may use a campaign social media account for all communications allowable for an official account, in addition to campaign-related activities including solicitation of contributions. Campaign social media accounts should not be used for strictly personal or commercial purposes.

A personal account may contain both official and campaign-related information.

## **USE OF SOCIAL MEDIA ON "STATE TIME"**

Because an elected official is simultaneously an official and a candidate, elected officials will often switch between official and campaign activities throughout the day. However, to avoid the appearance of misuse of public resources an elected official is advised not to create campaign-related social media communications or content while performing their official duties (i.e., while participating in an event in their official capacity – e.g., an event listed on their official calendar, a floor session, or committee hearing). Also, no person may enter or remain in any state building, office, or room for the purpose of requesting or collecting a contribution; therefore, elected officials should take special care as to the content of their social media communications while in a state building.

An elected official is also advised to not use campaign committee resources for strictly personal benefit, or for commercial purposes. For instance, the candidate should not use a campaign social media account or campaign website to advertise for a personal business.

## **50-PIECE RULE APPLICATION TO SOCIAL MEDIA**

The language of the 50-piece rule does not distinguish between electronic pieces and printed pieces. It simply prohibits the use of public funds for the distribution of 50 or more pieces of substantially identical material by a covered person during a specified time period. Electronic communications almost always result in multiple copies being created even when sent to a single recipient. This is due to the nature of the technical systems that enable electronic communications. When calculating the number of pieces distributed under the 50-piece rule the Commission will only count those instances of electronic communication intended by the sender.

If a message is actively communicated to individually addressed recipients (e.g., via email, instant messages, or direct messages), each individual recipient is considered a single piece under the 50-piece rule. However, a passive message such as a website, Facebook post, or tweet, where the sender has no direct control over the audience of his or her message, is only counted as a single piece under the 50-piece rule.

## **D. COPIERS**

The Multi Function Devices (MFD's) have the capability of printing letters and large documents from your computer. The software will allow you to:

- Print directly (and securely) from your computer to the MFD
- Print at 60 pages per minute, compared to 45 pages per minute with your office Samsung printers
- Create a mail merge in Word for direct printing to the copier
- Import merged data from Forward
- Make a text watermark
- Supports Secure Printing

Multi Function Devices Locations in the Capitol:

19 West, 110 North, 313 East, 320 North, 411 West, and the Assembly Chamber

The MFD's scan as well as copy.

Each office is given a personal, 4-digit identifier number that must be entered into the MFD machine. Contact the Chief Clerk's Office at 264-8588 for your identifier number. Committee Clerks will also have a code assigned for each committee.

## **E. FURNITURE/OFFICE EQUIPMENT/WORKSPACE**

All equipment, furniture and supplies purchased by and intended for use by the State Assembly are owned and managed by the State Assembly. Any unauthorized use or appropriation of Assembly equipment, furniture and supplies by any Assembly employee for private benefit will subject the employee to possible disciplinary action up to and including termination of employment. The transfer of Assembly equipment or furniture from one location to another is prohibited without prior notification to and approval from the Sgt-at-Arms (266-1503).

Offices will not be reimbursed for any unauthorized purchases of furniture, headsets, software, supplies etc. Prior to any purchase, a request must be submitted in writing to the Chief Clerk for authorization. If the Chief Clerk authorizes purchase of furniture, supplies or equipment, it becomes the property of the Wisconsin State Assembly.

Legislators who retire are not authorized to remove items from the office unless otherwise determined.

Requests for office furniture and other office equipment must be in writing and addressed to the Sgt-at-Arms.

Workspace will be assigned within the Wisconsin Assembly by the appointing authority, taking into account staffing levels, equipment needs, and type of work being performed.

Employees will be assigned to facilitate efficient workflow and communications. The size of work areas shall be determined in as equitable a manner as possible, taking into account the work area needs of the individual office and the organization as a whole. Each employee is responsible for keeping his or her workspace orderly in appearance and free from clutter. Personal workspace decorations are permitted so long as they do not interfere with space needed for work or cause damage to walls, floors, or equipment. The appointing authority may inform employees on a case-by-case basis of decorations that are inappropriate for the office environment.

Building Management staff will hang pictures, posters, etc., at the appropriate place and with appropriate hooks. Contact the Chief Clerk's office to place a work order to have items hung. There may be a charge to the office account for work orders.

Do not mark, paint, hang or affix anything to the walls, windows, doors or elevators, affixed items that deface the surface of the building will be removed and costs will be charged, out of office account, to the occupant.

Posters and announcements are not to be placed in public areas without specific permission from Building Management or the Capitol Police. Bulletins, notices, posters articles, pictures, etc. shall not be attached to walls, windows, curtains, woodwork, wallpaper, or furniture in any fashion, other than those approved by Building Management. Building occupants must utilize bulletin boards for information dealing with state permitted activities. Contact Building Management for easels to post notices of authorized functions.

## **F. IN-DISTRICT MILEAGE REIMBURSEMENT**

Members are able to draw on this account for mileage reimbursement up to the pre-determined amount for one's particular district. Go to Reimburse ([reimburse.wisleg.root.local/](http://reimburse.wisleg.root.local/)) to claim IDM.

Madison Legislators	500 Miles
Dane County Legislators	500 Miles
0 – 25 Miles	500 Miles
26 – 50 Miles	1,500 Miles
51 – 75 Miles	2,500 Miles
76 – 100 Miles	3,500 Miles
101 – 250 Miles	5,000 Miles
251 – 1,000 Miles	6,500 Miles
1,001 – 1,500 Miles	8,250 Miles
1,501 – 3,000 Miles	10,000 Miles
3,001 & Over	12,500 Miles

In-district mileage reimbursements should be recorded on the Assembly Expense Website, [reimburse.wisleg.root.local/](http://reimburse.wisleg.root.local/). Include the purpose of each trip (be specific), the itinerary and miles traveled. Please call 264-8588 with any answers when completing your expenses. You cannot file for in-district mileage on a day you claim per diem.

The kinds of activities and meetings eligible for reimbursement include:

- Meetings and interviews with local news media
- Meetings with government officials and agencies
- Meetings, conferences and related activities of local, regional or statewide organizations held within the district that are non-political or non-campaign related

Please keep accurate records of your mileage costs and use discretion when deciding what meetings to claim for in-district mileage reimbursement.

## **G. MAINTENANCE**

The Capitol Buildings and Grounds office is responsible only for offices in the Capitol building. If you need maintenance people for any reason such as hanging pictures or bulletin boards, chair repair, etc., call the Chief Clerk's office at 266-1501. Do not call Capitol Maintenance directly. Maintenance charges are office account expenditures; these charges are billed monthly.

## H. NEWSLETTERS, STATIONERY AND PRINTING

Printing services are obtained through our contract printers or a state copy shop. Requisitions for state copy shops are available through the Chief Clerk's office at 266-3826.

Today's technology makes the need for camera-ready copy rare. Files are generally sent electronically to a printer or, if needed, files can be transferred to a disk.

The Assembly has on staff two graphic designers and two photographers. Because these skills are available to you at no cost, the Assembly will not pay to have the same services provided by outside sources.

To help you keep an accurate record of your office account balance, the Clerk's office will send you a copy of all your printing orders as soon as costs are determined. Keep it, since the monthly office account printout you receive from the Chief Clerk's office may not reflect recent printing charges. These charges may not have reached our office yet.

A printer of your choice may do printing if the cost is equal to or less than the state or contract printer cost. (Wisconsin Constitution, Article V, Section 25). If you wish to use a printer of your choice, your Graphic Designer will generate a state bid and send it to the printer. The printer must then provide a quote that is equal to or less than the state bid. If the cost exceeds the state cost, you may still use your printer by paying the difference out-of-pocket.

### Stationery

Committee Chairs, along with leadership and the ranking minority member of a committee, may receive 2,500 pieces of letterhead and #10 envelopes from the Assembly general fund. This stationery is provided only once during the two-year Session per legislator, and cannot be ordered after April 15 of an election year. Reorders after the initial 2,500 will be an office account deduction.

### Printing

All of the following items require external printing and are office account deductions:

Business Cards

Staff Business Cards (Thermograph Style Only)

Letterhead/Envelopes

Labels

Miscellaneous ("Saw You In The News" or "Per Your Request" cards)

Newsletters/Questionnaires

Notepads

**If an individual uses a printing vendor that is higher than the state bid (i.e. the lowest bid) that individual must pay the difference between the two out-of-pocket.**

# NEWSLETTERS & LEGISLATIVE MAILINGS

Legislative newsletters and surveys are a good way to explain issues and policy actions and are an excellent form of contact with your constituents. Surveys also give you an opportunity to build your database for future mailings.

Careful preparation for your mailings is important to ensure you have the funds available in your office account to cover the cost of printing and distribution. Work with the graphic designers, LTSB and mail processor to determine what kind of mailings work best for you.

## Newsletter Season

The spring season prior to an election at the end of a legislator's term is known as "Newsletter Season," beginning roughly January 1 and ending at midnight on April 14. Most legislators choose to send out a mailing during Newsletter Season to update their constituents one last time on the work they've accomplished as their elected official. Completing newsletters for all Assembly members within this strict timeframe is an involved and difficult process that includes the efforts of the Assembly Graphic Designers, LTSB GIS Applications and Forward Database teams, the Capitol Mailroom, the Sergeant's staff and the state contract printers. The graphic designers will serve as point person for the project, and will create a staggered production schedule with FIRM deadlines. Failure to honor these deadlines or adhere to newsletter policy eliminates any guarantee that your newsletter will be completed and postmarked by April 14.

## WORK WITH THE GRAPHIC DESIGNER

The graphic designers will send each office a detailed reminder in late December or earlier just before Newsletter Season begins, alerting them to schedule their production date. A chart will be included listing sample cost estimates so you can get a rough idea of postage and print prices to help you select a format and quantity that does not exceed your office account. You should, however, use this chart as an estimate only. The graphic designer will provide you with an accurate print quote after your production date.

The production date is your deadline to provide the graphic designer with:

- **FINAL**, legislator-approved **copy** (Word documents are best and can be emailed or provided on USB thumb drive.)
- **Photo selections** with captions (If photos are on the P: Drive, provide the name and location.)
- **Format/size**, meaning the number of pages and folding configuration (The format will impact the postage rate and therefore, your final newsletter costs. Consider your office account when selecting your format. If the legislator has done newsletters in the past, it's more streamlined to follow his or her previous format.)

- **Color selection** (Usually 2-color: black + one color. However, one-color printing is less expensive.)  
Full-color printing is also an option and is usually not much more expensive. Your graphic designer can produce comparative state bids for you
- **Final print quantity** (This should be based on how you will be distributing the newsletter. See “Determine How You Will Distribute the Newsletter” below.)
- For your reference, PDF files of all previous newsletters can be found on the respective parties’ P: Drives: Assembly Republican samples are located at
- P:\Media\Graphics\Newsletters; Assembly Democrat samples are located at
- P:\Newsletters@Graphic Artist Materials\Newsletters

## **PRINT QUOTES**

If DOA updates or changes their contracts with state printers during newsletter season, the graphic designer will email a revised print quote to any legislator’s office that has already received a print quote. This will not count for one of the two quotes a legislator is allowed nor will the office account be charged.

## **DETERMINE HOW YOU WILL DISTRIBUTE YOUR NEWSLETTER**

Distribution options are:

- 1) **Postal Customer Mailing** (Higher print quantity mailed to more recipients but not targeted.)
  - Contact LTSB’s GIS Applications team for your postal customer list (267-9528)
  - E-mail your final list to the mailroom for a processing and postage quote 266-1006. For Democrats, email your list to your graphic designer, not the mailroom.
  - If it’s determined that the Sergeant’s office will process your mailing, you **MUST** contact them for scheduling purposes.
- 2) **Address List Mailing** (Lower print quantity to targeted addresses, but additional costs incurred for outside mailing services.)
  - Contact LTSB’s Forward/Database team for your mailing list (267-9528)  
YOU **MUST** provide the CASS certified list from LTSB to the mailing service.  
For Democrats, provide the CASS certified list to your graphic designer.
- 3) **Local Newspaper Inserts** (Negotiate cost to insert with your newspaper publisher and provide the Graphic Designer with their address so arrangements can be made for the printer to deliver the newsletters directly to the publisher.)

Again, LTSB will help you with your Postal Customer and Address List mailings:

- Contact the GIS Applications team (267-9528) for Postal Customer information.
- Contact the Forward/Database team (267-9528) for CASS certified Address Lists.

For accurate postage cost information, contact the Capitol Mailroom (266-1006).

For Democrats, contact your graphic designer, who will guide you through the process and will contact the appropriate mail service provider.

## **PROOFS AND PROOFREADING**

The newsletter process includes up to three proofs so that you have ample opportunity to carefully proofread and review the design and content of your newsletter. The first two proofs come from the Assembly graphic designer and the last one is generated by the state contract printer from the final approved files sent by the graphic designer.

### **Proof #1**

After the newsletter is laid out, the graphic designer will email an initial PDF proof or provide a hard copy proof to the legislator's office. If you have revisions to the first proof they should be sent to the graphic designer in writing, which can be handled in one of two ways. Either print out the PDF proof, mark the revisions on the print out and send the marked up proof to the graphic designer via inter-departmental mail. (It's recommended that you make a copy of the marked up proof before you send it to the graphic designer.) Or email the revisions if they can be described in a simple and clear explanation.

If everything looks acceptable on the initial proof, you may email a final approval for the graphic designer to send the final files to the printer or you may request a hard copy proof to review and sign-off on. (See "Final Approval and Sign-Off" below)

### **Proof #2**

A second, hard copy, color proof will be sent after the first round of revisions is completed. The second proof will have a red stamp on it for your signature and date, or your designer may email you a sheet to sign and return.

You will need to check the appropriate checkbox stating that the proof is approved as is or that additional revisions are still required. If additional revisions are needed, they may be marked on the proof itself, and another proof will be sent for a final sign-off. You must sign and date the red stamp on the hard copy proof and return it to the graphic designer or e-mail a final approval to send files to the printer.

### **Printer's Proof**

All newsletter projects will include a final prepress proof from the printer. The print vendor generates a prepress proof after they run the digital files received from the Assembly graphic designer through a preflight stage. This proof is mailed to the Assembly Chief Clerk's office or emailed to the graphic designer, is reviewed by the graphic designer and is sent on to the legislator's office for a final signature approval to proceed with printing. Printers may require a signature approval on their own proof before they will proceed to print a job.

If content revisions are requested on the Printers Proof or subsequent proofs thereafter, a \$50.00 charge will be made to the legislator's office account per revision and additional proofs will be provided. If revisions are needed due to the graphic designer's error, they will be made and proofs will be provided at no charge.

State contract print vendors are allowed 10 business days to print and deliver a newsletter project, starting the day after they receive files electronically from the graphic designer. Within this 10-business day period, the printer's proof will arrive, must be signed-off on, and will be put in Express Mail back to the printer within 24 hours. (Express Mail costs are charged to office accounts.) The Chief Clerk's office will get the printer's proof to the legislator's office before 5:00 pm the same day it arrives. The printer's proof must be returned to the Chief Clerk's office with a signature approval ASAP and the Chief Clerk's office will take care of returning it to the printer.

If a printer's proof is not turned around within 24 hours from when it arrives in the Chief Clerk's office and when it is put in Express Mail back to the printer, the printer does not have to guarantee the job will be printed and delivered within the 10-business day timeframe.

## **FINAL APPROVAL AND SIGN-OFF**

"Sign-off" refers to your final approval for the graphic designer to send files to the printer and for the printer to proceed with printing your newsletter. No files will be sent to a printer without final approval in writing, either in an email or a signature on a hard copy proof, and no printer will print a job without a sign-off on their own proof. This is your confirmation that you have carefully proofread and reviewed the newsletter proof and you approve for it to be printed.

Revisions requested on the printer's proof must be done by the printer because these proofs are generated after the file has been preflighted for their press. State contract printers follow the industry-standard practice of charging anywhere from \$50 to \$75 per revision on files that have already gone through their preflight stage. These charges will be in addition to the original print quote and will be taken from the legislator's office account.

Paper is ordered by the Chief Clerk's office immediately when a job is sent to the printer in order to ensure that the paper arrives at the printer's in time for the press date. A paper order cannot be cancelled because the shipping process begins immediately once the paper vendor receives the order. Therefore, if an office requests to reduce their print quantity AFTER they've signed-off on the final proof, their account will still be charged for the original order amount. The printing price may reduce slightly, but the bulk of the printing cost is the price of the paper. A printer outside the state-contracted printers (e.g. a union printer) most often chooses to order its own paper, so these restrictions would not apply.

Questions regarding printing costs can be directed to the Graphic Designers.

## **I. OFFICE ACCOUNTS**

The biennial budget for each representative's office is \$20,000.00. Expenditures from legislative office accounts include:

## **Printing**

Newsletters, stationery and miscellaneous printing requests should be directed to the Graphic Designers: (GOP) 264-8395 or (DEM) 264-8603. Related charges for printing should be directed to the Assembly Chief Clerk's office, 266-3826.

## **Incoming and Outgoing Mail**

All incoming and outgoing mail arrives at the Risser Justice Center before being brought to the Capitol building.

The Assembly and Senate mailrooms have merged and now operate together in B-10 West of the Capitol. Mailroom personnel deliver incoming mail twice daily at approximately 10:00 a.m. and 1:00 p.m. Outgoing mail is picked up twice a day. DOA picks up outgoing US mail and inter-d mail from the Risser Justice Center at 2:30 p.m. Mail that needs to be out by the end of the day must be delivered to the mailroom no later than 2:10 p.m. Only upon prior approval from the Assembly Chief Clerk will stamps be available, in small quantities.

## **First Class mail**

Unstamped mail should not be sealed, and the envelope flaps up, as it goes through a metering and sealing machine. Make sure your mailing slip is attached to it. Stamped mail should be sealed. Packages or large envelopes also need to be sealed prior to being picked up by mailroom personnel.

**Bulk Mail** can be done through the mailroom in #10 envelopes in batches of 200 or more of identical pieces such as a targeted topic or informational newsletter. The savings are approximately 9 cents cheaper than first class per piece. Bulk mail is processed early Tuesday and Thursday mornings so they need to be to the mailroom the day before by 2:10 p.m.

**Mail House services** District-wide mailings, such as newsletters may be processed by a mail house vender or done in-house. Their costs depend on the layout, type of paper, set-ups, tabs etc. Arrangements should be made with the Graphic Designers. Otherwise see the Legislative mailroom for questions, 266-1006, or the Assembly Chief Clerks office for verification, 266-3826.

**Package Express** Packages can be sent Federal Express (materials from mailroom) 266-5837, Badger or Greyhound bus. All charges must have a Representative's name on it for identification. Please call Sgt's office for assistance.

If you have any mail questions, please contact the Legislative Mailroom Coordinator, at 266-1006 or 266-5837.

## **Newspaper Subscriptions**

Every six months a memo is sent by e-mail regarding state newspapers delivered to your office. These papers are delivered to the office only. District papers can be delivered to both office and/or home. All newspapers are an office account expense.

## **Government Documents**

Documents such as additional Blue Books, State Capitol Brochures and seals are obtained from Document Sales and a requisition is required from the Chief Clerk's Office. Please send a brief written request (e-mail) to the Chief Clerk and we will issue a requisition and bill the office account.

## **Photo and Color Copy Charges**

These charges are billed monthly to legislative office accounts. Color copies are \$.10 each and regular photo copies are \$.05 each

## **Flags**

State flags & U.S. flags (3x5): State nylon/\$12.00; or U.S. nylon/\$10.00 are available through the Chief Clerk's Office. Contact the Chief Clerk's office for shipping information or visit the Chief Clerk's website.

U.S. and Wisconsin flag sets are for Capitol office use. The flag set (consisting of the flags, poles, stands, cords and tassels) cost \$188.00. Upon retirement from the Assembly each legislator can take the flag set with them. Please send a written request to the Assembly Chief Clerk's office.

## **Citations**

Citation frames with mat cost \$8.00 per frame set. Seals, ribbon and paper are available for \$0.10/each. Framing is done by the Assembly Sgt-at-Arms Office in 411 West, State Capitol. For a citation template go to the Assembly Chief Clerk's website, under forms. Please allow two days for completion of citations. Citation requests made through the Chief Clerk's office become "official" citations and a copy is given to the LRB to be printed and bound at the end of the biennium. Official Assembly Citations are signed by the requesting Representative, Speaker and Speaker Pro-Tempore per Assembly Rule 97. Official Joint Citations are signed by the Senate President, Assembly Speaker and the Assembly Chief Clerk, per Joint Rule 7. Citation paper can be purchased from the Assembly Sgt-at-Arms 266-1503 for offices to complete their own non-official citations or resolutions.

Legal size plaques are available in the Chief Clerk's office at the cost of \$13.50 (available in oak, cherry or walnut).

## **General Office Supplies**

Supplies are provided to the Assembly and may be picked up from the Sgt-at-Arms office located at 411 West or call for delivery, 266-1503. General supplies are not an office account deduction, rather a service provided at no cost to the office. Non-general "special order supplies" will be office account deductions. Prior approval is required for those "special order" items not available from the supply room.

## Postcards

Photos of school groups or individuals taken by the Assembly photographers can be converted to a color postcard and charged to the office account at a cost of \$.10 each for small (9 prints per sheet) or \$.25 for large (4 prints per sheet). Consult your photographer or the Chief Clerk's office if you have questions. These charges are billed monthly to office accounts.

## Faxination

Sending faxes is done through Outlook. In the **To:** field in a new email message, enter 1, the area code and phone number (1-xxx-xxx-xxxx). Press CTRL+K, then send the email/fax as usual. The fax is converted into \*.TIF format. Faxination will always email a confirmation informing the user whether or not the fax was sent successfully. If the fax machine on the receiving end didn't work properly, Faxination will wait 60 seconds and try again. Contact LTSB Help Desk at 267-9528 for assistance.

## Photo/Film Reimbursement

There is no film/photo reimbursement for services provided outside of the legislature. The intent is to ensure that office account funds are not used for film or photo development for outside Capitol activities. The use of the photographers in Assembly districts needs prior approval from the Chief Clerk.

## Staff Mileage Expenses

Reimbursement is allowed for **pre-approved** staff mileage expenses (\$.51 per mile) for in-district meetings, in-state development seminars and in-state conferences. (Meals and/or lodging are not reimbursable.) Complete the **My Travel Approvals** section in the Reimburse program. ([reimburse.wisleg.root.local/](http://reimburse.wisleg.root.local/))

**Travel Approvals must be approved by the Speaker prior to the event. To obtain reimbursement go to the Assembly Expense Website and enter the correct information into the reimbursement application also attaching any receipts. All mileage reimbursement requests must be submitted within 60 days of attendance. Mixed purpose mileage is not reimbursable, an example of mixed purpose mileage might be going to the district for a city council meeting on Friday and staying until Sunday night to return to Madison/home. Conflict would be district fundraisers and lit drops in district during weekend visit.**

**Staff travel reimbursement for mileage will not be allowed after the first day authorized by law for circulation of nomination papers. This will be in effect until after the November election of that year.**

## **Office Account Credits**

Office account credits can only be billed to an office account if that expense occurred during that session. For example, a Representative cannot charge bills incurred in January of a new session to the office account from the previous session.

A Representative cannot overcharge the allotted \$20,000 (negative balances are not permitted). Reimbursements to the office account are not allowed unless prior approved by the Chief Clerk.

A member has 60 days to dispute a charge or credit to an office account. Example: a representative questions a charge 6-8 months after it was posted to their account.

## **No Late Fee Payments**

The Assembly will not pay late fees for phone bills or any other expense paid from the general fund. The late fee may be charged to the office account.

## **Tax Exempt**

The Wisconsin State Assembly is tax exempt. Taxes applied to outside state contracted services, i.e., high speed internet, cable, cell phone bills, etc., will be charged to the office account.

## **Check or Reimbursement Requests**

It costs the state \$7.00 to produce a check. No check will be cut for less than \$5.00.

## **District Office**

The Assembly will not support a district office. Legislative staff employed by the Wisconsin State Assembly shall work in the legislator's Madison Capitol office. (Exceptions to the rule are when the appointing authority authorizes staff to work in the district on certain occasions.) **Additionally, staff are not authorized to work from home.**

## **Plunder Boxes**

Representatives are authorized only one plunder box purchased out of their office account for their entire tenure.

## **J. OFFICE KEYS/ACCESS FOBS/PHOTO IDs**

Capitol office keys, and photo Id/access cards, will be issued only to legislative staff, not interns. **Capitol office keys cannot be duplicated legally by anyone but the state locksmith.** Making copies is expensive, time consuming and a poor security practice.

When someone terminates employment with the Legislature, the office keys/fobs/lds must be returned to the Chief Clerk's Office. Charges for lost keys are as follows:

Office keys and hallway keys: \$17.50 each

Photo Id/Access card: \$5.00 each

Access key Fob: \$5.00 each

To report lost keys, photo id/access cards, please call the Clerk's office at 264-8588.

## **K. PARKING**

The Wisconsin State Assembly is allocated spaces in various parking facilities in the downtown Madison area, which are offered to Assembly members and staff based on seniority within the Assembly. Parking spaces are redistributed as they become available. The employee pays the cost for the space. Administration of parking is done by the Assembly Sgt-at-Arms office, 266-2004.

## **L. PER DIEM**

**THE ASSEMBLY ORGANIZATION COMMITTEE HAS LIMITED PER DIEM TO 153 DAYS PER YEAR. LEGISLATORS HAVE THE OPTION TO CLAIM 153 DAYS OF PER DIEM PER YEAR FOR EVERY DAY THEY COME TO THE CAPITOL. PER DIEM IS 90% OF THE FEDERAL RATE FOR OVERNIGHT STAYS, \$162.00, AND 45% FOR NON-OVERNIGHT STAYS AND DANE COUNTY LEGISLATORS, \$81.00.**

**13.123 Legislators' expenses. (1) IN-SESSION EXPENSES. (a) 1. Any member of the legislature who has signified, by affidavit filed with the department of administration, the necessity of establishing a temporary residence at the state capital for the period of any regular or special legislative session shall be entitled to an allowance for expenses incurred for food and lodging for each day that he or she is in Madison on legislative business, but not including any Saturday or Sunday unless the legislator is in actual attendance on such day at a session of the legislature or a meeting of a standing committee of which the legislator is a member. The amount of the allowance for each biennial session shall be 90 percent of the per diem rate for travel for federal government business within the city of Madison, as established by the federal general services administration. For the purpose of determining the amount of the allowance, the administrator of the division of personnel management in the department of administration shall certify to the chief clerk of each house the federal per diem rate in effect on December 1, or the first business day thereafter if December 1 is not a business day, in each even-numbered year. Each legislator shall file an affidavit with the chief clerk of his or her house certifying the specific dollar amount within the authorized allowance the member wishes to receive. Such affidavit, when filed, shall remain in effect for the biennial session.**

## M. SMOKING POLICY

Wisconsin law prohibits smoking in indoor areas of government buildings and indoor employment. The Wisconsin State Assembly employees are not allowed to smoke in the indoor areas of state office buildings or any space leased for the Wisconsin State Assembly's use.

## N. TELEPHONE POLICY

State phones are to be used for calls that are primarily related to the employee's official responsibility. Assembly policy prohibits personal long distance calls except in an emergency. The Assembly Organization Committee policy does allow for the *"Personal use of Assembly phones for local calls, limited to calls which are essential."* This authorization for some personal use of Assembly phones will continue as long as employees are judicious and do not make excessive use of telephones for this purpose.

A report of all outgoing long distance calls is included with the monthly office account report. Personal calls should be highlighted, as noted on the cover letter since they are a public record.

The Assembly has upgraded to a new VoIP phone system, so it is not necessary to dial and "8" or "9" to get an outside line. The VoIP phones allow for 5 digit dialing between other offices in the Capitol or legislative agencies. There is no need to dial a "1" for long distance or toll-free calling, just the area code and phone number is sufficient. If you are calling within the 608 area code, you can dial the 7 digit number without using "608", as the phone system will assume it's a local call.

It is improper and illegal for a state public official to charge the State of Wisconsin for a telephone call if the call is not primarily related to the person's official responsibility—even if the official later reimburses the State for its costs.

If a telephone call is related primarily to official business, the State of Wisconsin appropriately pays it. If a telephone call is primarily personal, the call should not be billed to the State of Wisconsin, even if some official activities are discussed in the course of the conversation.

The identification of telephone calls properly paid by the State of Wisconsin requires the exercise of judgment—most appropriately exercised and responsibility most appropriately borne by the official making or authorizing the telephone call.

Calls properly paid by the State: Although a state public official's purpose determines whether his or her telephone call should be billed to the State of Wisconsin, telephone calls of the types described below are usually properly paid by the State:

1. Telephone calls between a state public official and his or her government office.  
e.g.: A vacationing official calls his or her government office or a legislator's aide calls the legislator at the legislator's home or place of private employment.

2. A telephone call between a state public official and the official's home or place of private employment at which the official regularly receives messages related to his or her official duties.  
e.g.: A state public official publishes his or her home telephone number on official stationery and uses the home as an extension of his or her government office.
3. A telephone call made by a state public official required to be away from home on official business because the official's schedule is changed abruptly.  
e.g.: An official at an out-of-state conference or a legislator at the Capitol calls home because his or her schedule has been changed abruptly.
4. A state public official's telephone call to a representative of the press.

#### Calls usually paid by individual:

Telephone calls described below are of types likely to be made to further a personal interest. If a state public official makes one of these calls, he or she should be certain that it arises because of official functions before billing it to Wisconsin's taxpayers:

1. A telephone call made to any political campaign headquarters or political committee.
2. A telephone call made by a state public official to a relative, business associate or personal friend or to the official's place of private employment.
3. A telephone call made by a full-time, salaried, appointed state public official from his or her government office to his or her home.

Although an official receiving a message to return a telephone call is sometimes unable to know the call's purpose, the Wisconsin Ethics Commission suggestions apply to calls returned as well as to calls initiated by a state public official.

The test is whether the telephone call arises independently of official functions or because of them.

Following are several frequently used features available on telephones in the office:

The Assembly uses a VoIP phone solution hosted by LTSB. More information can be found here: <http://ltsb/> or by calling LTSB at 267-9528.

The following are several frequently used features available on the VoIP phones in your office:

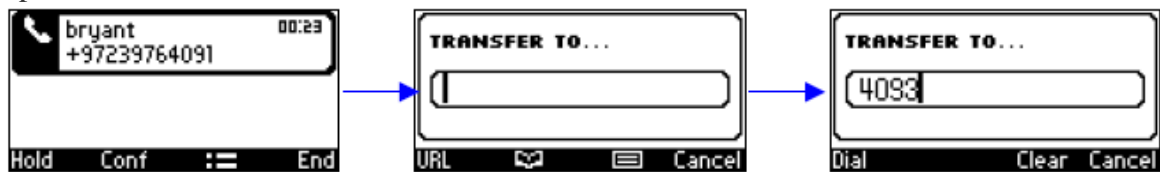
### **Transferring a Call**

#### **Performing a Consultative Transfer**

You can perform a consultative transfer using the **:=** softkey on the phone.

- While in a call, press the **:= softkey**, then select the **Consultation Transfer** option from the menu. The caller is put on hold, you will hear a dial tone and the TRANSFER TO field

opens.



- Enter the desired number or press the **Directory** or **Call Log** icons.
- Press the **Dial** softkey once you've selected the correct number to call.

You can now freely talk with the third party.

- When ready, press the **Trans.** softkey.
- The call is then transferred and you will be disconnected.

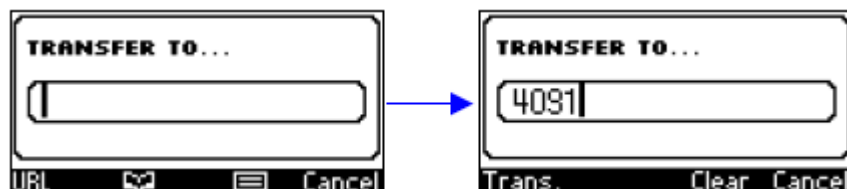


## Performing a Blind Transfer

You can perform a Blind Transfer using the **TRANSFER** softkey.

In the TRANSFER TO screen


- Enter the desired number or press the **Directory** or **Call Log** icons.
- Press the **Dial** softkey once you've selected the correct number to call.
- The calls will be connected and you will be disconnected.




## Forwarding Calls

You can setup Skype for Business so that any time your office phone rings, another number rings as well. The call can then be answered from *either* phone. This is called Simultaneous Ring.

## Enable Simultaneous Ring

- At the bottom of your Skype for Business software client, select the Call Forwarding button 
- Select **Simultaneous Ring > New Number**
- Type in the number you would like to have the calls also ring and click **OK**


## Disable Simultaneous Ring

- At the bottom of your Skype for Business software client, select the Call Forwarding button 
- Select **Turn Off Call Forwarding**

## Conferencing a Call

### Starting the Conference and Adding Attendees

Starting a conference from the AudioCodes phone is as easy as tapping the **Meet Now** softkey and adding your attendees.

- Select the **Meet Now** softkey
- You will be presented with a **CONFERENCE** screen on your phone
- Click the **Add** softkey to add participants. Options include:
  - Dialing a number (e.g. a person's cell phone)
  - Selecting from a Contact using the  button
  - Tapping one of your speed dial contacts
- Continue to add people/numbers
- Adding a person will dial their number. After answering the call, they will immediately be connected to the conference room
  - *Note: If the caller does not answer, you will see a message saying "Participant did not answer"*

### Turning an Existing Call into a Conference Call

You can easily turn an ongoing call into a Conference Call by pressing the **Conf.** softkey while in a call. Once in the conference, all of the below functions still apply!

### Dialing into the Conference

It's also possible for external people to dial into your conference room. You can provide your Conference ID and Dial-In Number to your attendees, and once you've started the room, they will be able to dial in and connect to your room on their own.

To view the Conference ID and Dial-In number of your conference:

- From the main conference screen, tap the **:=** softkey to open the *Call Menu*
- Use the radial dial's down arrow to scroll to the bottom of the *Call Menu* list
- Tap the **Select** softkey on **Conf.Info**

NOTE: The Dial-In number is the same for everyone in the legislature. A new Conference ID will generated every time a Conference room is setup.

### Managing the Callers and Ending the Conference

Now that you are in an established conference call, you can quickly manage the attendees. As the conference host, you will have the ability to add more people, mute attendees and even drop an attendee from the room.

To mute and un-mute an attendee:

- Use the radial dial arrow keys to highlight the caller you want to mute
- Tap the **Far Mute** softkey
- To un-mute them, tap the **UnMute** softkey

To drop attendees from your conference call:

- Use the radial dial arrow keys to highlight the caller you want to drop
- Select the **:=** softkey to open the *Call Menu*
- With **Remove** highlighted, tap the **Select** softkey

For further phone system help, please visit <http://itsb/> or give LTSB a call at 267-9528

### Cellular Phones / Smartphones

State public officials are the only individuals who are authorized the state rate for cell phones (this does not include staff). *Cell phones are to be used for Official State business only.* Under this program, state officials are only authorized one cell phone or smartphone. The Assembly will not pay for any calls on other devices. Data plans can only be paid by office account if no High Speed internet is charged to the office account.

Cellular phone packages are available to Representatives. Cellular phone bills are an office account deduction. *All cell phone bills must be approved and the bill signed before being submitted for payment to the Assembly Chief Clerk.* Personal calls should be highlighted and paid for with a personal check made out to the Assembly Chief Clerk.

Equipment accessories are an out-of-pocket expense.

### Voice Mail

All districts are set up with traditional voicemail and it is shared among the office. The first time you access the voicemail system, you will be prompted to create a greeting and a passcode (PIN). The PIN must be four or more digits in length. Any questions regarding setting up or changing a voice mailbox should be directed to LTSB at 267-9528.

When you receive a new voicemail, your phone's message indicator (envelope button) will light up. Tapping the lighted button will dial your office's voicemail line and then prompt you to enter your PIN followed by the **"#"** sign. Follow the menu prompts to check the messages, update your greeting, etc.

To retrieve voicemail messages from outside of the office, dial **608-237-9300**. When prompted, enter your mailbox number (91XX) followed by #, then enter your PIN followed by #. Mailbox numbers are always “91” and “XX” is your district number.

### **District Phone**

Each Representative may submit a local and/or long distance district phone bill. *All calls must be approved and the bill(s) signed before being submitted for payment to the Assembly Chief Clerk.*

A second home line may be installed at the direction of the Representative. The “district phone line” is a “business line” installation. The installation charges are a one-time fee paid by the general fund. Expenses such as reconnect charges for moving or reconnect due to late payment will not be paid for by the Assembly general fund or as an office account expenditure.

The District Phone monthly bills are paid through the general fund. These bills cannot exceed \$150/month for both local and long distance services. Any overage will be an out-of-pocket expense.

### **Data or High Speed Internet**

A Representative may choose to have the data portion of a smart phone paid for through the office account, but then CAN NOT have high speed internet also paid from the office account.

Data plans on mobile phones or HS internet services are half general fund and half office account expenditures. Please contact the Chief Clerk for authorization and directions for hook-up, 266-3826.

### **Telephone Repair Service**

If you have any problems with the phone system, contact LTSB at 267-9528. They will troubleshoot the issue and provide replacement equipment if necessary.

## **O. TRAVEL & LODGING-TRAVEL REQUESTS/APPROVAL FORMS**

### **Expense Guidelines**

**Approval must be requested from the Speaker prior to travel.** Go to: [reimburse.wisleg.root.local/](http://reimburse.wisleg.root.local/) and complete the My Travel Approvals section. **No reimbursement will be made without this approval.** Reimbursement will be made only for actual and necessary expenses, Go to: [reimburse.wisleg.root.local/](http://reimburse.wisleg.root.local/) and complete the My Travel Reimbursements section. Scanned in **original receipts must be submitted for all expenses claimed.** These expenses will be reimbursed within

the limits set forth below, unless a justification for exceeding the limit accompanies the travel voucher. Staff is not authorized to travel. The only exception is for special occasions and with prior approval of the Speaker.

### **Committee Travel**

Speaker approval of a committee chairperson's travel request will cover the committee members, committee staff person and a messenger.

### **Scholarships Accepted on Behalf of the State**

In addition to receiving reimbursement from the state for travel and attending conferences for state related activities, Legislators may also be able to accept scholarships, including food, drink, travel, and lodging in connection with a conference or seminar, with the approval of the Speaker.

Wis. Stat. § 19.56(3)(c) allows state officials to receive and retain, on behalf of the State of Wisconsin, and primarily for the benefit of the state government, to accept food, drink, transportation, or lodging, or reimbursement therefore, in certain circumstances. The legislator must present clear and convincing evidence that the food, drink, transportation, or lodging, was received on behalf of the state, primarily for the benefit of the state, and not primarily for the private benefit of the official or any other person.

According to Ethics Commission guidance, members of the state assembly should obtain the authorization of the Assembly Speaker, confirming that the cost of attendance at the conference or seminar would otherwise be paid by the state in furtherance of state business.

Several groups or associations regularly invite state legislators to conferences or seminars for the primary benefit of the state for the purpose of issue education and discussion, policy analysis, and sharing experiences from fellow legislators and experts throughout the country. Because of the established nature of these groups and the recurring nature of these events, the Speaker has given prior approval for scholarships accepted in connection with a conference or seminar hosted by any of the following:

NCSL    National Conference of State Legislators  
ALEC    American Legislative Exchange Council  
CSG    Council of State Governments  
SLLF    State Legislative Leaders Foundation  
NBCSL   National Black Caucus of State Legislators  
NFWL   National Foundation for Women Legislators  
NALEO   National Association of Latino Elected and Appointed Officials

Legislators wishing to accept a scholarship, food, drink, lodging, or transportation in connection with a conference or seminar not hosted by groups on this list must receive prior approval from the Assembly Speaker, as required by law. As part of this approval, a legislator must demonstrate that the scholarship is received “on behalf of the state of Wisconsin and primarily for the benefit of the state and not primarily for the private benefit of the official or any other person.”

## **Lame Duck Travel**

Pursuant to Section 13.123 (3) (b) 1., Wisconsin Statutes provides, in pertinent part: no member of the Legislature may be reimbursed for attendance at any meeting held outside this state, other than a meeting of the Legislature, a legislative committee, committee of the joint legislative council or a statutory body of which the person is a duly constituted member, after the Chief Clerk of the member's house determines one of the following:

- a. After the day of the August primary, that the member either has not filed nomination papers for re-election or election to another legislative seat or has sought a party nomination for a legislative seat but is generally acknowledged that the member has not won nomination.
- b. After the day of the general election, that it is generally acknowledged that the member has not been elected to a legislative seat for the succeeding session.

In making the determination under sub. 1., the Chief Clerk is bound by the determination of the chairperson of the Election Commission or the chairperson's designee if such determination has been issued.

## **Registration Fees**

Conference registration should be prepaid by the attendee. Reimbursement will be made through the Assembly Expense website, please attached receipt of payment.

No reimbursement will be made for meals provided by the conference and included in the registration fees. Also, if you are claiming meals, a copy of the meeting or conference brochure should be attached to the travel voucher along with the original receipt.

## **Transportation**

If a Representative or employee opts to drive his/her personal automobile, the mileage allowance is (\$.51).

## **Air Travel**

Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare. Airfare is limited to \$500.00 per flight. Excessive mileage claims or transportation amounts must be accompanied by an explanation of the charges. The lowest airfare should be purchased whenever possible. This includes extending the trip to include a Saturday stay if this results in significant savings after inclusion of additional lodging and meal costs.

The Wisconsin Ethics Commission and the Department of Administration have ruled that, if flight coupons earned by an individual were earned in large part while flying on state time and/or at state expense, the benefit of the coupon shall be to the State of

Wisconsin, not the individual. However, if miles accrued are incidental to the total necessary for the issuance of a flight coupon, the individual may retain such benefit.

## **Lodging**

The UTSA maximum amount for lodging for all in-state and out-of-state travel has been set at \$82.00 per night (except Milwaukee, Racine, and Waukesha counties where the maximum is \$90.00), not including applicable sales and lodging taxes. If the lodging fee is for a conference-site hotel and exceeds the maximum, reference this clearly on the travel voucher. **When accompanied by a spouse, the employee will be reimbursed for lodging at the single rate only.** This single rate must be shown clearly on the receipt. An original receipt must accompany all lodging claims submitted.

## **Meals**

The UTSA maximum allowable amounts that will be reimbursed for meals (including tax and tips) are as follows: In-State: breakfast, \$8.00; lunch, \$10.00; and dinner, \$20.00. Out-of-State: breakfast, \$10.00; lunch, \$15.00; and dinner, \$25.00. Alcohol may not be purchased with state funds. Meals provided at conferences or during airline flights are not reimbursable.

The maximum allowable tip is 15% of the meal cost and is included in the maximum allowable meal amounts listed in this section.

An individual may claim reimbursement for breakfast if he/she leaves home before 6:00 AM; lunch if he/she leaves home before 10:30 am and returns after 2:30 pm; and dinner if he/she returns home after 7:00 pm. Departure and return times must be noted on the green travel voucher for claiming meal reimbursement.

## **P. RECORD MANAGEMENT**

The records of the Assembly, whether held by a Representative or the Chief Clerk, are governed by s. 16.61 (2) (b) 1., stats. Neither a Representative nor the Chief Clerk is under any duty to preserve any records, except those that are subject to an open records request, an investigation, or a court order prohibiting their destruction. The Chief Clerk shall preserve all personnel, per diem, purchasing, and travel records of the Assembly for 6 years minimum under the General Records Schedule, provided by the Department of Administration. Any other records of the Chief Clerk's office may be destroyed at his/her discretion. If any of the records have any historical significance, the Wisconsin Historical Society or the Legislative Reference Bureau Library should be contacted prior to destruction. For further information, contact the Chief Clerk.

When a Representative leaves office, he/she controls the disposition of the records of that office. The Representative should complete the proper form provided by the Legislative Technology Service Bureau (LTSB) concerning disposition of electronic records. Generally, a Representative may choose to delete electronic records, transfer them to a successor in office, or delete and receive a copy of records. For additional information, contact the Chief Clerk or LTSB.

## **Q. USE OF GOVERNMENT MATERIALS BY CANDIDATES**

Wis. Stat. § 11.1205 restricts the use of public funds for the cost of materials or distribution for 50 or more pieces of substantially identical material after the date for circulation of nomination papers.

**(1) (a)** Except as provided in sub. [\(2\)](#), no person elected to state or local office who becomes a candidate for national, state, or local office may use public funds for the cost of materials or distribution for 50 or more pieces of substantially identical material distributed after:

- 1.** In the case of a candidate who is nominated by nomination papers, the first day authorized by law for circulation of nomination papers as a candidate.
- 2.** In the case of a candidate who is nominated at a primary election by write-in votes, the day the board of canvassers issues its determination that the person is nominated.
- 3.** In the case of a candidate who is nominated at a caucus, the date of the caucus.
- 4.** In the case of any other candidate who is nominated solely by filing a declaration of candidacy, the first day of the month preceding the month which includes the last day for filing the declaration.

**(b)** This subsection applies until after the date of the election or after the date of the primary election if the person appears as a candidate on a primary election ballot and is not nominated at the primary election.

**(2)** This section does not apply to use of public funds for the costs of the following:

- (a)** Answers to communications of constituents.
- (b)** Actions taken by a state or local government administrative officer pursuant to a specific law, ordinance or resolution which authorizes or directs the actions to be taken.
- (c)** Communications between members of the legislature regarding the legislative or deliberative process while the legislature is in session.
- (d)** Communications not exceeding 500 pieces by members of the legislature relating solely to the subject matter of a special session or extraordinary session, made during the period between the date that the session is called or scheduled and 14 days after adjournment of the session.

This section has been interpreted to apply to both legislative newsletters and other state publications.

This section also prohibits the purchase of materials for distribution with state monies. This has the practical effect of preventing representatives from using office funds to purchase state highway maps, brochures, Capitol Guide books, etc... (over 49 pieces) for distribution in any manner after circulation of nomination papers begins.

## **R. ACCESS TO CAPITOL PRESS ROOM AND OTHER PRESS AREAS**

Individuals may have access to the Capitol press room and to the area reserved for press within the Assembly Chamber only if they possess a valid, permanent or temporary registration card issued by the Assembly Sgt-at-Arms office. This policy does not prohibit legislative employees or employees of the Department of Administration, or individuals performing duties under contract with either house of the Legislature or the Department of Administration, from accessing these areas as otherwise authorized. This policy does not limit the authority of the presiding officer to have individuals removed from the Assembly Chamber pursuant to Assembly Rules.

## **S. PROFESSIONAL LISTS AND OTHER LISTS**

### **Lists Specific to District**

If a Legislator desires to obtain a list that is specific only to his or her district but that is not in LTSB's regular inventory, the Legislator may request the Chief Clerk to purchase the list. A Legislator may make such a request only if the Legislator will use the list to distribute communications that are directly related to the affairs of state government. Upon receipt of such a request, the Chief Clerk shall request that LTSB obtain and process the list accordingly. For any such list, the list's cost is charged to the Legislator's office account.

### **Statewide or Multi-District Lists**

The Wisconsin Ethics Commission maintains the Statewide Voter Registration System which is Wisconsin's official list of registered voters. It contains voter id, name, address, county, municipality, ward, year of birth, sex and elections voted. LTSB obtains this list after each election once the Wisconsin Ethics Commission is prepared to release it.

The cost of the list is split between the Assembly and Senate. Once received, LTSB standardizes and geocodes the addresses adding Assembly and Senate districts. Offices may request the raw data or have it added to their Forward database by LTSB for use in the conduct of legislative business.

The Chief Clerk may provide LTSB with funds to purchase other statewide lists commonly used in the Legislature for use by all Legislators and non-partisan legislative agencies in the conduct of legislative business.